

Webinar

Add Content –Webinar

Fill in title, description, Date From, Date To (length optional)

The screenshot shows the 'Create Webinar' form in a web application. The navigation bar at the top includes Home, Menu, Shortcuts, and the user name 'Lainie'. The main navigation includes Dashboard, Content, Structure, People, Configuration, Reports, and Help. The breadcrumb trail is 'Home » Add content' and the page title is 'Create Webinar'.

The form is divided into several sections:

- Description ***: Includes tabs for 'Description *', 'Contact Info', and 'Links'.
- Title ***: A text input field containing 'Core Data/MOSIS Monthly Webinar 2/2/15'.
- Long Description (Edit summary)**: A rich text editor with a toolbar and a text area containing the text: 'This webinar will provide information on current submissions related to Core Data/MOSIS, as well as give participants the opportunity to ask questions and receive feedback.'
- Text format**: A dropdown menu set to 'Full HTML'.
- DATE AND TIME**: Two sets of 'Date' and 'Time' input fields. The first set has '02/02/2015' and '1:00PM'. The second set has '02/02/2015' and '3:00PM'.
- Length**: A text input field for 'Approximate length of the webinar, in minutes'.
- Editorial Settings ***: Includes a 'Menu settings' tab and an 'Editorial Section *' dropdown menu set to 'Data Systems Management'.

Contact Info tab

Select Office and Select Host Contact

If your particular Host Contact is not listed, you can click the “+” button, which will take you to the contact info entry area. See how to Add Program contacts on the Drupal documentation page: <http://dese.mo.gov/web-communication/training/drupal-documentation-resources>

The screenshot shows the 'Create Webinar' form in a Drupal interface. At the top, there is a navigation bar with 'Home', 'Menu', 'Shortcuts', and 'Lainie'. Below that is a secondary navigation bar with 'Dashboard', 'Content', 'Structure', 'People', 'Configuration', 'Reports', and 'Help'. The main content area has a breadcrumb 'Home » Add content' and the title 'Create Webinar'. The form is organized into several sections:

- Description**: A text area for the webinar description.
- Contact Info**: A section containing:
 - Office**: A dropdown menu with options: 'College and Career Readiness', 'Data System Management' (selected), 'Early and Extended Learning', 'Educator Quality', and 'Financial and Administrative Services'.
 - Host Contact**: A dropdown menu with 'Data System Management' selected. To its right are icons for a plus sign and a pencil.
 - Information**: A note stating 'Information from the Host Contact will be displayed in the "Contact Us" email, "Submit Questions" email, "Office or Program" link, and "assistance phone number".'
- Links**: A section for adding links to the webinar.
- Editorial Settings**: A section containing:
 - Menu settings**: A dropdown menu with 'Not in menu' selected.
 - URL path settings**: A dropdown menu with 'Automatic alias' selected.
 - Editorial Section**: A dropdown menu with 'Data Systems Management' selected.

Links tab

These will be auto-filled for you by default. Please change the “Register” URL with the appropriate URL for this webinar. (you will update the “Archive” link after the webinar is over)

Description *

Contact Info

Links

Registration Link

Title **URL**
 The link title is limited to 128 characters maximum.

Log in Link

Title **URL**
 The link title is limited to 128 characters maximum.

Feedback Link

Archive Link

Title **URL**
 The link title is limited to 128 characters maximum.

ATTACHMENT

Attach media

You can add attachments at the time you set up the webinar or at any time before or after the webinar.

(Attachments can be presentations, or any related materials you want your audience to have)

Attach media – Browse - Choose file – locate file – upload – next

Upload a new file *

dsm-mosis-presentation.pdf

Files must be less than 50 MB.
 Allowed file types: txt pdf doc docx xls xlsx ppt pptx.

Title the document (this will be the link text on the webinar page)

Document Info *

Description

Categorization

Name *

Title

License settings for this file *

 Select a [Creative Commons](#) license for others who use this file.

URL REDIRECTS

An upcoming webinar will look something like this (most will include presentation handouts):

Workbench Access: Data Systems Management

Webinar Schedule

Home

View Edit Panelizer

Core Data/MOSIS Monthly Webinar 2/2/15

Date: Monday, February 2, 2015

Time: 1:00 pm - 3:00 pm

This webinar will provide information on current submissions related to Core Data/MOSIS, as well as give participants the opportunity to ask questions and receive feedback.

Register for this webinar

If you experience trouble during the webinar, first read through our [help guide](#), and if assistance is still needed, call 573-522-3207.

Feedback

Following the webinar, please give us your feedback by [participating in a short online evaluation survey](#). This will help us improve our services and future webinars.

About this Webinar

- Presentation Handout (coming soon)
- [Contact Us](#)
- [Submit questions in advance](#)
- [Staff Contacts](#)

Webinars

- [Webinar Help](#)
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- [About Adobe® Connect™](#)
- [Employee Access](#)

Thursday, January 1, 2015

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2014-2015 End-of-Course Test Examiner Training

01/01/2015 - 16:00

2014-2015 EOC Training for District Test Coordinators and School Test Coordinators

01/01/2015 - 16:00

Core Data/MOSIS Monthly Webinar

01/05/2015 - 13:00 to 14:00

Educator Preparation Update for Educator Preparation Programs

Once the webinar is over

Once the webinar is over, it will automatically move to the Webinars - recorded page. The page format will change to only show the recorded webinar link, feedback link, handouts and contact information.

Workbench Access: Data Systems Management

Recorded Webinars

Home

View Edit Panelizer

Core Data/MOSIS Monthly Webinar

Date: Monday, January 5, 2015

[View the recorded webinar](#) (approx. 60 minutes)

This webinar will provide information on current submissions related to Core Data/MOSIS, as well as give participants the opportunity to ask questions and receive feedback.

If you experience trouble during the webinar, first read through our [help guide](#), and if assistance is still needed, call 573-522-3207.

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